



JOB DESCRIPTION

Title: **ORDINANCE ENFORCEMENT OFFICER**
Department: Development Services
Class Code: 5400
FLSA Status: Non-Exempt
Effective Date: August 1, 1992 (Rev. 03/2008)
Grade Number: 16

GENERAL PURPOSE

Under the general supervision of the Community Development Director, performs technical inspection and enforcement administration to insure compliance to zoning, and assists in the community development division as required.

EXAMPLE OF DUTIES

- *-- Responds to complaints regarding zoning ordinance violations, gathers data relating to violations and issues notice of violations and occasionally citations, delivers documents; patrols city streets in search of zoning ordinance violations. Administers and monitors the enforcement and compliance regulations of the Downtown Historic Overlay District.
- *-- Researches plats and records to determine ownership of property, maintains records of complaints and maintains files for follow-up on inspections and prosecution, may appear as a witness in court as necessary.
- *-- Inspects finished commercial construction prior to issuance of occupancy permits for compliance with zoning regulations, maintains files for follow up on required improvements, initiates sanctions for non-compliance and works with the City Forester and Shade Tree Commission to resolve landscape issues.
- *-- Coordinates with contractors, developers and property owners, the execution of deferral agreements and the required letter of credit or cash deposit, when any of the required improvements can not be completed due to weather or other circumstances, and issues a temporary certificate of occupancy in conjunction with the building division; maintains files for follow up on required improvements by reviewing bond and letter of credit agreements, and determines the release of funds, and when necessary, schedules for the installation of the required improvements.

Ordinance Enforcement Officer
Page 2

- *-- Reviews and inspects business license applications for compliance with city regulations, determines corrective measures required i.e. site plan review, conditional use, etc. and instructs license applicant through application process.
- *-- Works with the Board of Adjustment and other appropriate departments on variance requests to ensure compliance with the Board's decision. Prepares and submits formal charges for screening with the City Attorney for non-compliance. Participates in Planning Commission and Board of Adjustment meetings presenting staff recommendations as assigned.
- *-- Administers the weed abatement program of the City, solicits contractor bidding, monitors contractor performance, prepares billings documents, prepares lien documentation and filings, develops and maintains weed control database.
- *-- Works with the Community Development Director and Senior Planner to determine the legal non-conforming status of buildings, structures, or parcels of land that are currently prohibited by a zoning, building, sign, or other regulatory ordinance, but existed lawfully before the establishment of said ordinance. Maintains a record of all registered non-conforming uses and structures.
- Occasionally reviews applications for the planning commission, reviews and approves construction plans and drawings for compliance with city regulations. Assists in the preparation, revision, and update of the City Land Use Code.
- Responds to questions from the general public to inform them of city regulations and responds to procedural questions on making various land use applications.
- *-- Inspects conditional use permits approved by the planning commission for compliance with city regulations and prepares cases for revocation hearings and presents evidence as needed.
- *-- Inspects signs that require a building/sign permit for compliance with the city sign code and administers sign enforcement responsibilities and compliance.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from an accredited university with an Associates Degree in Criminal Justice, Planning, Public or Business Administration, Political Science, Geography, Economics or in a closely related field and two (2) years of experience in planning and zoning, code enforcement, or government relations, or any equivalent combination of education and experience.

Special Requirements

- Must have a valid Utah Driver's License.

Necessary Knowledge, Skills and Abilities

- Working knowledge of city zoning ordinances, and some knowledge of principles and practices of City Planning.
- Some knowledge of Geographic Information Systems (G.I.S.), ArcView is desirable.
- Ability to establish and maintain effective working relationships with the general public and other city departments, and to find appropriate solutions to problems; ability to communicate effectively verbally and in writing.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing and database software; motor vehicle; phone; copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ordinance Enforcement Officer
Page 4

- While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.